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ABSTRACT

In its recently adopted Mission Statement, Central Connecticut State University (CCSU) stated its commitment to infusing a multicultural and international perspective into all its programs, with the aim of preparing its students to live in a global society. This handbook has been prepared to acquaint the university's faculty with the institution's involvement in international education and exchange, and to facilitate faculty involvement in these activities. Section 1 presents an overview of CCSU's International programs; Section 2 describes the International Studies Curriculum; Section 3 provides faculty with information on student exchange activities and the processes involved; Section 4 discusses CCSU's international affiliations; Section 5 deals with funding possibilities; Sections 6 and 7 focus on travel formalities and tips for faculty; and Section 8 presents various official university policy statements relating to international matters, for example, CCSU's International Linkage Policy and policies on student exchange and visiting scholars. (LPT)

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INTERNATIONAL AFFAIRS CENTER

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FACULTY HANDBOOK ON INTERNATIONAL AFFAIRS

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THE CCSU
FACULTY HANDBOOK
ON
INTERNATIONAL AFFAIRS

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PREFACE

CCSU's recently-adopted Mission Statement asserts that the University is intent on preparing students to live in a "global society," and that it is therefore committed to infusing into all its programs "a rich multicultural and international perspective." This emphasis on the international is indeed one of the ways in which the University seeks to assert its distinctiveness.

The key to making CCSU international lies of course in making its faculty interested, involved, and experienced in international matters. The purpose of this Handbook is to encourage that process by acquainting faculty with the nature of the University's involvement in international education and exchange, and to facilitate their involvement in those activities. Within these covers, the reader will find information about: current CCSU programs and projects; exchange opportunities with CCSU's sister universities overseas; funding possibilities; practical tips on going abroad. Above all, the Handbook offers advice on where, when and to whom to turn for help in becoming involved.

In addition, the Handbook provides information about CCSU's international curricula, a guide to student exchange programs, the texts of official University policy statements relating to international matters, an overview of the structure of international programs at the University, and a potpourri of other useful information.

Many people helped to put together this Handbook. I particularly want to thank Tim Rickard and his colleagues on the International Affairs Council and its Task Forces, who contributed some sections and proofed others; Donna Warner, University Assistant in the IAC, who provided the graphics and supervised the actual printing of the document; and Saana Piironen, an international student from Finland, who designed the Handbook's cover.

We hope that this Handbook will stimulate and assist individual faculty members to take an active role in international affairs. I hope that you will find something of interest, and I welcome the opportunity to talk with you about plans and possibilities. For assistance, call on me at any time.

One final word: This is the first edition of the CCSU Faculty Handbook of International Programs. As such, it is not as complete--and perhaps not as clear--as it should be. We welcome your criticisms and comments which will be used to improve subsequent editions. Thanks!

Charles H. Lyons
Director
International Affairs Center
January 1, 1990

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SECTION I:
AN OVERVIEW OF CCSU'S INTERNATIONAL PROGRAMS

1. A BRIEF HISTORY OF CCSU'S INTERNATIONAL INVOLVEMENT

Central Connecticut State University (CCSU) has been involved in international activities since 1946, when it introduced on campus some UNESCO-related activities. In subsequent years, and particularly during the presidency of Dr. F. Don James (1968-87), the University set off in many international directions. During his tenure, President James signed linkage agreements with 24 sister universities in Asia, Europe, the Caribbean, and South America. In the late 1960s and early 1970s, the University instituted area studies programs focusing on East Asia, Latin America, and the Soviet Union and Eastern Europe. In 1974, CCSU established a Polish Studies Center and began a long-term technical assistance project in Jamaica in the areas of science and mathematics. Because of the commitment of its faculty and administration, Central was more successful internationally than most other institutions of its size and character.

By the early 1980s, however, national interest in, and funding prospects for, university-based international activities waned considerably, and those changes affected CCSU. Opportunities for involvement in international activities declined; and, faculty interest naturally gravitated away from international affairs to other fields of endeavor. During this time, the University's commitment to international education was kept alive in large measure by the dynamic vision of President James and a few highly committed faculty members.

In the mid-1980s, the University took steps to reassess and revitalize its international programs. In July 1984, CCSU's Office of Research issued an "Inventory on Central's International Education Activities" which found an impressive record of international success amassed by individual faculty members and administrators. But the report also noted a troubling lack of coordination, stated policies, and vehicles for the dissemination of information. Consequently, CCSU successfully submitted a proposal to the Connecticut Board of Governors for Higher Education for the establishment of a "Center of Excellence" in international education which, in 1986, became reality with a $286,000 grant.

With this grant and funding from other sources, CCSU established its International Affairs Center (IAC) in June 1987. One of the primary objectives of the Center is to increase the on-campus impact of existing international educational activities.

2. THE INTERNATIONAL AFFAIRS CENTER

Established on June 1, 1987, IAC exists to promote international understanding on campus and abroad. It does so by coordinating the University's exchange programs; organizing special seminars and workshops; developing new programs and projects; and generally promoting greater faculty, student, and community involvement in international affairs. As Connecticut's designated "Center of Excellence" in international education, IAC promotes leadership and conducts model programs on behalf of higher education throughout the state. In addition to the Board of Governors' grant under its "Fund for Excellence" program and subsequent support under the State's General Fund, the Center's activities have been funded by grants from the Fulbright Program, the U.S. Department of Education, and the CCSU Foundation under the terms of its various international funds (see Section V).

But serving the campus community is just one of IAC's goals. The Center participates in several outreach activities. Through CCSU's Business and International Education Program, it works closely with the Connecticut World Trade Association and functions as the coordinating body for Connecticut participation in the Fulbright Teacher Exchange Program. Additionally, it acts as the Secretariat of the Connecticut chapter of Partners of the Americas.

Along with this Handbook, the Center publishes several brochures and guides of interest to CCSU faculty and students: The International Affairs Center: Who We Are and What We Do (a general information brochure); Study Abroad Programs at CCSU (a brochure intended for students); and The International Student Handbook (intended for foreign students). The Center also publishes IAC Faculty News, which is sent to all CCSU faculty members on a monthly basis, and the quarterly Connecticut Partners News, distributed to the membership of the Connecticut chapter of the Partners of the Americas. Copies of these publications are available free of charge from the IAC.

The Center's Director is Dr. Charles H. Lyons and the Assistant Director is Susan Lessler. In addition to providing overall direction to Center activities, Dr. Lyons takes special responsibility for faculty exchanges, linkage matters, and other facets of the university's academic exchange and institutional relations. In these activities, Dr. Lyons is supported by University Assistant Donna Warner. Ms. Lessler's responsibilities include international student affairs and study-abroad programs. She is aided by University Assistant Peg Boglarski. A third University Assistant, Javier Ortiz, works with the University's Title VI Curriculum Project and with the Partners of the Americas program. The IAC secretary is Betty Surowiec.

The Center is located in Room 102, Elihu Burritt Library. Other pertinent information:

IAC Telephone Numbers: (203) 827-7652 and (203) 827-7465
IAC Bitnet Address: LYONS@CTSTATEU
University Telex Number: 9102505958 CCSU
University FAX Number: (203) 827-7200

The members of the IAC staff can be reached by VAX addresses: LYONS, LESSLER, and SUROWIEC.

3. THE ADVISORY COUNCIL ON INTERNATIONAL AFFAIRS

The Advisory Council on International Affairs works with the President of Central Connecticut State University, the International Affairs Center and other organizations to define and implement the University's international agenda. More specifically, it formulates policies, establishes programs and program guidelines, and generally monitors and nourishes international activity on and off campus.

The Council is appointed by, and is therefore directly responsible to, the University President. The Council neither serves nor supervises the Director of the International Affairs Center, but rather works closely with the Director in defining and implementing a common agenda.

The Council is made up of a Chair, the six academic deans or their designated representatives, eight faculty members, and two students (the President of Student Government and the President of the International Relations Club). Members are appointed for one year. For academic year 1989/90, the Council membership includes:

Timothy Rickard, Professor of Geography (Chair)
Ross Baiera, Chair and Associate Professor of English
John Wright, Dean of the School of Technology
Barbara Lukas, Asst. to the Director of Admissions
(representing the Dean of the Graduate School)
George Clarke, Dean of the College of Liberal Arts
John Cridland, President of International Relations Club
Frank Gagliardi, Associate Library Director
David Kideckel, Associate Professor of Anthropology
Ki Hoon Kim, Professor of Economics
Michael Monarca, President of Student Government
Tim Reagan, Professor of Teacher Education
Patricia Sanders, Associate Dean, School of Business
(representing the Dean of the School of Business)
Nancy Seminoff, Dean, School of Education
Martha Wallach, Associate Professor of Modern Languages
Richard Williams, Associate Professor of History
John Zulick, Dean of Continuing Education

The Council and the IAC work closely with another parallel organization, the International and Area Studies Committee (IASC), which is a standing committee of the Faculty Senate. The IASC is responsible for the University's area studies curricula and associated outreach activities. Both the IASC and the individual area studies committees are among a number of University constituencies the Council works with and respects.

4. COUNCIL'S COMMITTEES AND TASK FORCES

To help with its work, the Council on International Affairs has established two standing committees and a series of task forces to assist in the implementation of special programs and projects. The following is a list of the committees and task forces, their chairs, and statements of their particular interests.

Committee on Faculty Exchange
Ross Baiera, Chair

The purpose of this Committee is to monitor policies and practices affecting CCSU's various faculty exchange activities, and to make recommendations and render policy advice when appropriate. The Committee's range of interest is very broad: it watches out for the housing needs of visiting faculty; it provides advice on the compensation levels of Visiting Scholars; it encourages Central faculty to become exchange professors by providing guidance on such matters as placement and funding; and, in general, it encourages a sensible expansion of opportunities for faculty exchange.

Committee on Student Exchange
Tim Reagan, Chair

The Committee on Student Exchange monitors all aspects of CCSU's international student exchange. This includes a review of conditions affecting Central's foreign student population; promotion of "Study Abroad" opportunities for CCSU's American students; providing advice to the administration with respect to the optimal number and distribution of the international student population; and generally encouraging the promotion of a creative exchange program.

Task Force on Paraiba, Brazil
Frank Gagliardi, Chair

The Task Force is made up of CCSU faculty and visiting professors with a special interest in promoting contact with the State and Federal University of Paraiba, Brazil. In its work the Task Force is assisted by the generous cooperation of the James-Hauser Fund and the Connecticut Chapter of Partners of the Americas. The Task Force is now developing a new series of exchanges involving the Departments of English and Modern Languages.

Task Force on Business & International Education
Patricia Sanders, Chair

The Task Force exists primarily to provide advice and assistance in the execution of the University's Title VIB grant from the U.S. Department of Education. That grant, $120,000 over two years, provides support for CCSU to conduct the educational outreach program of the Connecticut World Trade Association. In addition, the Task Force explores other avenues whereby the University might become involved in the promotion of international business programs which involve education and training components.

Canada Task Force
George Clarke, Chair

Central's commitment to international understanding and activity would be incomplete without a commitment to learn about America's close neighbor and major trading partner, Canada. The Canada Task Force, therefore, promotes an understanding of Canadian culture and economy through the support of faculty research, informational symposia, and workshops on topics such as the U.S.-Canada Free Trade Agreement and the Culture and Language of Quebec. The Task Force also promotes two student exchange programs: a long-standing exchange of one student in education with the University of Alberta, which in future will be extended to include more students from a greater variety of disciplines; and a program of exchanges with universities in Quebec and Nova Scotia organized by the New England Board of Higher Education.

China Task Force
Richard Williams, Chair

The China Task Force includes in its membership faculty and administrators of the university as well as invited representatives from the public and private sectors of the state of Connecticut. It assists the University in the identification, definition, and planning of policies, goals, and programs related to China which are in the interests of the University. The Task Force offers its recommendations on China-related matters to the appropriate administrative offices and academic bodies of the University. It assists in the coordination of all China-related initiatives of the various faculty, departments, schools, International Affairs Council task forces, and other elements of the University in order to facilitate the continuity of purpose and qualitative development of University programs relating to China.

Task Force on Cyprus
David Kideckel, Chair

The Cyprus Task Force provides advice to the University as it develops a program of cooperation with educational bodies on the island of Cyprus. In particular, the Task Force seeks to interest faculty members in exchange opportunities there, and it seeks to find external funding to permit the University to develop programs of cooperation.

Task Force on the English Language Institute
Ross Baiera, Chair

The Task Force advises on the development of CCSU's Intensive English Language Institute (IELI). To be launched in the summer of 1990, the Institute will conduct a year-round program of full-time English language and American culture instruction for speakers of other languages. Classes in reading, writing, speaking, and listening will be offered at four skill levels: beginner, high beginner, intermediate, and advanced. In addition, students will learn skills that will enable them to function in both academic and professional environments. The teachers will all have the Master's Degree in TESL. Housing, meal-plan, and field trips are currently being arranged. While the IELI will be a part of CCSU, it will also be a separate entity. As a result, admission to the IELI will not constitute admission to CCSU or any other institution of higher learning.

German Studies Council
Peter Wallach, Chair
Martha Wallach, Liaison to the Advis. Council on Intl. Affairs

The German Studies Council is not a task force of the International Affairs Council as its existence predates the latter by several years. Nonetheless, the German Studies Council performs functions similar to the task forces as it provides advice and support for the University's efforts at cooperation with Germany. These include faculty and student exchange programs with the Universitat der Bundesvehr, Hamburg, and Kassel University. The Council is currently working on the development of the University's European Studies Center in Rastatt.

Jamaica Task Force
Nancy Seminoff, Chair

The Jamaica Task Force includes in its membership faculty, administrators, and students of the University as well as invited representatives from the public sector of the State of Connecticut. Its function is to consider all University matters relating to Jamaica. It also assists in the coordination of Jamaica-related initiatives of various parts of the University. Current activities in Jamaica consist of a Caribbean Mathe-

notics/Science Institute which has been offered in Jamaica each summer for 15 years as an in-service program for teachers. In addition, the School of Education and Professional Studies is developing an 18-hour certificate which will be available to teachers in Jamaica for purposes of in-service training. Two other areas currently being explored are the offering of CEU credits for teachers in the Greater Hartford area to be taken in Jamaica during the summer; and the development of a Reading Clinic at Sam Sharpe Teachers College.

Task Force on Korea and Japan
Ki Moon Kim, Chair

The Korea and Japan Task Force consists of faculty and administrators of the University as well as invited specialists from outside. Its function is to initiate or coordinate all University matters relating to Korea and Japan. It is currently promoting CCSU's relations with its four linkage universities in Korea, and New Britain's ties with its sister city, Atsugi, Japan. It is also working on the development of the University's new Center for Asian-American Studies, which is being planned in cooperation with Kyung Hee University in Seoul.

Task Force on the United Kingdom
Timothy Hickard, Chair

Study, research, and travel in the United Kingdom represents opportunities for understanding a culture, economy, environment, and way of life sufficiently different from Connecticut's to be intellectually rewarding, yet similar enough to virtually assure success for well-designed exchange programs or learning experiences. Moreover, the United Kingdom serves as CCSU's "window" on the European Community, an increasingly important economic and political institution for Connecticut's citizens to understand. CCSU can take advantage of these opportunities as it has had for many years strong, multi-faceted liaisons with several British universities, polytechnics, and colleges. The U.K. Task Force has four goals: (1) to consolidate exchange opportunities; (2) to promote joint research projects with British faculty and applied research centers; (3) to expand the number of study courses and tours; and (4) to encourage the understanding of British history, culture, and economic institutions and the nature of the European Community, of which the United Kingdom is now part.

SECTION II: THE INTERNATIONAL STUDIES CURRICULUM

For many years, CCSU has had a rich international studies curriculum. Recently, efforts have been made to introduce new majors to make that curriculum even more relevant to the need to create a globally-minded citizenry.

1. THE CURRENT INTERNATIONAL CURRICULUM

International Studies

International and Area Studies programs are offered as inter-departmental and inter-school programs at the undergraduate and graduate levels. B.S. and B.A. students also may develop a Special Studies major focusing on a particular area of the world, such as East Asia, Latin America, the Soviet Union and East Europe, or any other area for which suitable courses are offered. The Special Studies major also may be used to develop an International Studies program of a broader nature which does not necessarily focus on a particular geographic area.

Each student planning any major or concentration in International or Area Studies must register with the coordinator or advisor for the area in which they have special interest or, for those seeking a broader approach to International Studies, with the chairperson of the International and Area Studies Committee (Dick Williams).

A graduate program is available for teachers-in-service or liberal arts graduates leading to the M.S. degree in International Studies with a concentration in East Asian Studies. Arrangements have been made with many area colleges which permit CCSU students to use the East Asian library resources of these cooperating institutions. Chinese and Japanese language courses are also open to recommended high school students.

Area Studies Majors, Minors, and Concentrations

Available as a major or minor at both the graduate and undergraduate level is "International and Area Studies." Dick Williams is the program advisor. Each student enrolling in these programs is expected to have a concentration in one of the Area Studies fields (see below). Additionally, there is an undergraduate major in East Asian Studies, with Dick Williams as the coordinator. Others on the advisory committee include Bill Donovan, Ki Hoon Kim, Irving Kopf, David Lien, Joe McKeon, and Tim Reagan. For this major, a concentration in Chinese is strongly recommended.

CCSU offers concentrations in the following: East Asian Studies; Soviet and East European Studies; and three concentrations in Latin American Studies: a general one; one for history majors;

and one for Spanish majors. The advisory committee for the East Asian concentration is the same one mentioned above for the East Asian Studies major. The advisory committee for the concentration in Soviet and East Asian Studies consists of Alan Smith (chair), Stan Blejwas, David Kideckel, Irving Kopf, Jack Lucas, Nicholas Papp, and Symond Yavener. The advisory committee for the Latin American Studies concentrations consists of Marco Arenas (Chair), David Kideckel, Tim Rickard, and Jim Snaden. CCSU also has a Polish Studies Center, headed by Professor Blejwas, which offers courses in Polish language and history, but there is no concentration in Polish Studies. Rather, Polish Studies courses are credited toward the concentration in Soviet and East European Studies. In addition, some faculty members are currently interested in establishing a new concentration in Western European (or "European Community") Studies. Contact Tim Rickard at x-7218 for details.

The courses necessary to fulfill requirements for these majors, minors, and concentrations are regular, departmental offerings. There are, however, three special Area Studies courses, respectively, Area Studies 490 ("Overseas Studies: East Asia"), 497 ("Seminar on East Asia--China"), and 498 ("Seminar on East Asia--Japan and Korea").

Languages

Through its Modern Languages Department, CCSU also offers courses in nine languages--more foreign languages than any other public institution in Connecticut. Those languages are: Chinese, French, German, Italian, Japanese, Latin, Polish, Russian, and Spanish. The range includes conversational and beginner level through advanced composition and diction. Courses covering the civilization, religion and philosophy of various Eastern and Western cultures are also available.

The Modern Languages Department, in cooperation with the Department of Elementary Education, offers a program leading to certification in a modern language, grades 7-12, as well as in Elementary Ed. Within this framework, students interested in Bilingual-Bicultural Education may design individual special programs with the approval of the Chairmen of both departments.

2. NEW INITIATIVES IN CCSU'S INTERNATIONAL CURRICULUM

In response to a concern that CCSU's international curriculum was in need of modernization, two significant steps were taken in 1989. One was to develop a series of new majors to be launched in Academic Year 1990-91; the other was to begin a project, with help from a federal grant, to make the University's language and area studies offerings more attractive to minority students.

The New International Studies Curriculum

Work on a new International Studies Curriculum began in the summer of 1989 with the work of a special Curriculum Development Committee comprised of David Kideckel (head), Don Pomerantz, Dick Williams, and Tim Rickard. The Committee's recommendations have been endorsed, or are now in process of being approved, by all relevant campus bodies, and it is expected that the curriculum will be launched in Academic Year 1990-91.

The new curriculum will permit undergraduates in the four schools to combine work for degrees in Arts and Sciences and the professional schools with a concentration on international affairs. Foreign language competence will be an important component of the new program. The initial course in connection with this curriculum, ID225, "The World as a Total System," is to be offered on an experimental basis in Spring Term 1990. It is expected that this course will become a regular catalog listing beginning in Academic Year 1990-91. The course will examine global interdependence in its ecological, economic, cultural, political, and communicative dimensions. To encourage enrollment, it will have a multiple mode designation and will satisfy requirements in modes 4 (cultural-philosophical), 5 (historic), 6 (behavioral), and 7 (social).

Three separate International Studies majors, in one unified program, will by that time be established. One B.A. program will have an Arts and Science/Technology focus and two separate B.S. programs will be offered in both Secondary Education and Business, the latter taking the form of a dual major.

Though each program will differ according to particular school and/or certification requirements, there is a common structure to these diverse approaches--that of dual competency. Students successfully completing the program will have had extensive experience both in an area of international expertise as well as in a particular academic domain. Essentially, these will be mega-majors with a number of distinct components. For example, the Arts and Sciences or Technology programs will each be 66 semester hour majors with requirements distributed as follows: 9 semester hours core curriculum, 9 semester hours geographical area focus, 18 semester hours language, and 30 semester hours academic focus, of which 3 semester hours will consist of a Senior Project requirement. The academic focus here will either be drawn from a single department or will be in itself problem-oriented and therefore multi-disciplinary in scope. Programs will be devised in consultation with I.S. and academic advisors.

The Technology specialization will be satisfied mainly by a range of Arts and Sciences courses devoted to technological issues (e.g. Geography 222, Resources & Industry, Ethics of Technology, etc.) along with a few introductory-level School of Technology courses and Communications Technology. However, the Education

/International Studies program is essentially complete despite rapidly changing State secondary certification requirements. It appears that this program will enable endorsement in History, Social Science, and Interdisciplinary Studies. The model Business/International Studies program is not yet finalized but is currently being discussed at the Business School departmental level for subsequent consideration by Business Curriculum Committees.

No matter the particular focus of their programs, students will be expected to have an international (or, if not possible, a local multi-cultural experience) to fulfill graduation requirements. Also, all students will be required to complete a 3 semester hour Senior Project (to be proposed to the University Curriculum Committee this semester as I.S. 475) which will integrate the various strands of the student's program. This project can take a variety of forms (e.g. a research paper, demonstration, or curriculum development project depending on the student's particular program, interest, and international experience). The 18 semester hour requirement in a relevant modern language is competency based. Students testing at an "intermediate-mid" level of competency in speaking, listening, reading, and writing skills may elect to substitute other courses in place of the full modern language requirement.

An expanded version of the existing International and Area Studies Committee will house and manage the International Studies program. The Committee is currently comprised of the coordinators of each Area Studies program (i.e. East Asian, Latin American, Soviet/East European, and Polish studies) and includes the deans of the four schools or their representatives. The governing committee will also be expanded to include the chair of the Modern Language Department and a representative of the emerging program in West European Studies. This committee will elect its own chair to report directly to the Vice President for Academic Affairs. Student advising will be jointly undertaken by an appropriate faculty member in the student's academic area of concentration and by a faculty member in the language/area studies competency. Day-to-day operation of the International Studies program will be administered by, and assisted by support personnel of, the International Affairs Center, whose director will serve ex-officio on the governing committee.

Educating Minorities for Careers in International Commerce

In September 1989, CCSU was awarded a two-year, $100,000 grant from the U.S. Department of Education to develop a special curriculum of language and area studies designed to prepare minorities for careers in international commerce. The project, run in close collaboration with the CONNCAP program, involves CCSU faculty in high school intervention, the development of new area studies courses, and the creation of a new, competency-based, language-learning program. In addition, the program will

equip participants with a business specialty and relevant co-op work experiences in domestic and overseas sites. As an important derivative benefit, the program serves to increase the number of minority students on the CCSU campus and thereby helps diversify its student population.

The EMCIC project involves eight members of the CCSU faculty: four from international and area studies, and four from the Department of Modern Languages. Those participating are Tim Rickard (Project Director), Jim Snaden, David Kideckel, Ki Hoon Kim, David Lien, Irene Stanislawczyk, Martha Wallach, and Symond Yavener. For further information about the project, contact Tim Rickard at x-7457.

SECTION III: WHAT FACULTY SHOULD KNOW ABOUT STUDENT EXCHANGE

CCSU's foreign student and student exchange programs represent one of the most visible and vibrant areas of CCSU's international effort. The University enrolls approximately 200 foreign students drawn from 55 different countries, and it annually sends overseas about 40 CCSU students in its various "study abroad" programs. The purpose of this Section is to acquaint faculty members with the scope of the international student program, and provide them with answers to their most commonly-asked questions.

1. CCSU'S INTERNATIONAL STUDENT BODY

CCSU's foreign student population increased from 195 in AY 88/89 to 238 in AY 89/90. Almost all of this increase is due to the expansion of the University's official exchange programs, particularly with the U.K. Of the 238 international students on the CCSU campus, 33 are here as a result of some kind of formal, one-for-one exchange program (see below for a description of such programs). The remaining 205 have come on their own. CCSU's foreign student population is the largest in the CSU system, and is second only to UConn's among Connecticut's public colleges and universities. Nonetheless, the population represents only a tiny proportion (1.57%) of CCSU's total student body.

The University's foreign student population is predominantly male (by a ratio of three to two). Most of these students (57% of the total) are undergraduates, and most (22%) major in Business. Other popular fields are Education with 10%, Mathematics and Computer Science with 9% and Technology with 7%.

In 1989-90, over one-third of CCSU's foreign students came from Asia, with the largest contingents coming from Japan (18 students); Hong Kong (14); Taiwan (12); the People's Republic of China (11); Iran (10); and Korea (9). The largest single national group, however, came from the United Kingdom (30 students). This is a direct result of the expansion of CCSU's exchange program with Great Britain. Other large national groups on CCSU's campus are Jamaicans (19 students), Nigerians (9), and Irish (8).

2. A LEGAL PRIMER

Not all foreign-born students at CCSU are "foreign students" in the legal sense. In the eyes of the immigration law, the term <u>foreign student</u> has a very definite meaning. It refers to citizens of other countries who are permitted by U.S. law to be temporary residents in the United States for the primary purpose of receiving an education and who have declared to the U.S. government an intention to return to their home country after completing their programs of study. In immigration law, foreign students are lumped together with other temporary residents (e.g., tourists and business travellers) under the inelegant heading <u>nonimmigrant aliens</u>.

Foreign students are permitted to enter the United States on only two kinds of visas: the F visa for family or self-supported students, and the J visa for students who are sponsored, in whole or in part, by CCSU or some other reputable U.S.-based organization.

To enable a foreign applicant to get an F visa, the CCSU Admissions Office sends an academically admissible candidate an I-20 Certificate. An official U.S. government document, the I-20 form states that CCSU has admitted the candidate, who has presented proof satisfactory to the University that he or she can meet the costs of attendance. Armed with this certificate, the candidate applies to the nearest American Consulate for the F visa, which will enable him or her to enter the United States. At the port of arrival, the student receives his official permission to reside in the United States, the I-94 card. Permission is generally granted D/S, meaning "Duration of Status," or for as long as it takes to study full-time toward the completion of the stated academic program.

To enable a student to get a J visa, CCSU sends him or her an IAP-66 Certificate. Whereas the I-20 states that the student will bear all costs of his or her education, the IAP-66 form states that a U.S. sponsor--CCSU--obligates itself to ensure that the student is properly supported and supervised. As a result, consular and immigration authorities are more likely to approve the issuance of the J visa and I-94 card, and applicants quite naturally prefer to receive an IAP-66 than an I-20. Authority to issue IAP-66 certificates, however, is granted only to a select number of trusted U.S. institutions (CCSU alone in the CSU system has this authority), and these certificates are not issued lightly. CCSU reserves their use to foreign participants in its exchange programs, or special scholarship recipients. Only one in five of CCSU's foreign students holds a J visa.

As nonimmigrant aliens, foreign students are subject to certain restrictions. They are not supposed to work; they need special permission to take less than a full course load or to change schools; they cannot travel freely into and out of the country; they cannot, without government approval, finish one degree program and then matriculate onward. Failure to get proper permission, or violation of other conditions of their residence, is serious and can lead to their deportation. In some instances, such failure or violation can even result in legal trouble for the University. Well-meaning faculty members, therefore, should not let foreign students drop courses, offer them work-study jobs, and so forth, without first checking with the International Student Office at IAC, x-7652.

3. WORK PERMISSION FOR FOREIGN STUDENTS

No other issue creates greater confusion for CCSU faculty and staff than work permission for foreign students. Put simply, foreign students are not supposed to work. As a condition of receiving their visas, they declared to the University, the U.S. Consular Service, and the Immigration and Naturalization Service that they or their families can meet all their tuition and living expenses while at CCSU. Moreover, as nonimmigrant aliens, they must not deprive U.S. citizens or resident aliens of work opportunities. (A resident alien holds what is known as a green card, which enables him or her to accept employment.)

But there are numerous exceptions to this policy. Foreign students on J visas may work on or off campus provided that their sponsors declare that work is an integral part of their educational program, or they have unusual financial need. Foreign students on F visas may receive permission to work only if they can prove that they are facing financial hardships unanticipated at the time they applied for their visas. It is unlikely that such permission can be granted during the student's first 12 months of enrollment.

Foreign students who wish to work on-campus must secure permission from the Coordinator of International Student Services, Susan Lessler, x-7652. If permission is granted, she will notify the Dean of Personnel and the Director of Fiscal Affairs that the student may be placed on the payroll. In order to work off-campus, F visa holders must get permission from the U.S. Immigration and Naturalization Service. Application forms for both on- and off-campus work permission are available in the International Affairs Center.

4. THE INTERNATIONAL STUDENT OFFICE

While immigration matters constitute an important part of the work of the International Student Office, they represent only some of its functions. The Office also provides new foreign students with orientation to campus and community. In cooperation with CCSU's International Student Club, Kiwanis, Rotary, and other civic associations, and numerous local families, it conducts activities designed to promote intercultural understanding. The Office also recruits and prepares CCSU students for participation in study-abroad exchanges. The Office is located in the International Affairs Center, 103 Burritt Library, and is headed by Susan Lessler, x-7652.

5. STUDENT EXCHANGE PROGRAMS

While CCSU will always welcome foreign students who come here on their own initiative, the University takes a much more active role in encouraging and supporting international students who come as a result of special exchange programs. This is because,

for every student the University accepts under such programs, it receives a place abroad to which a CCSU student can be sent. Under an ideal exchange arrangement, students on each side pre-pay tuition, fees, room and board at their own institutions, and make those benefits available to their exchange counterparts. As a result, a CCSU student can participate in an exchange at a cost equal to what he or she would have had to pay for a year at Central (plus of course international airfare). In addition to this cost benefit, the University finds an added attraction in such schemes: student exchange agreements tend to lead to faculty exchanges as well.

The following presents brief descriptions of CCSU's existing student exchange programs. Faculty wishing to develop other opportunities are encouraged to discuss their plans with IAC.

The International Student Exchange Program (ISEP)

Founded in 1979 and supported in part by the U.S. Information Agency, ISEP is a network of more than 180 member institutions of higher education that exchange students on a one-to-one basis between the United States and 33 other countries. CCSU is the largest member-participant in New England, and annually sends abroad a dozen CCSU students and hosts, in return, a like number of foreign students on the CCSU campus. Through ISEP, participants enroll directly in their host institutions, take courses, and sit examinations with regularly-enrolled students. CCSU students participating in ISEP pay regular tuition and fees, including room and board, to CCSU, and receive equivalent benefits at their host institution abroad. With prior planning, credit earned abroad can be applied toward a CCSU degree. The coordinator for the program is Susan Lessler, x-7652.

International Cooperative Education Work Exchange Program

Throughout the United Kingdom exist work sites with which CCSU participates in an International Cooperative Education Work Exchange Program in which students are placed in positions relating to academic major and career interest. Positions are developed and placements arranged by cooperating institutions in the United Kingdom. Present work sites include Basingstoke, Birmingham, London, Preston and Sheffield. Opportunities are available for students in Business Studies, Information Systems and Computer Science; however, students from any major may apply. Students can expect to earn between $200 - $300 per week. For more information, contact Giles Packer, Department of Cooperative Education, 100 Willard Hall, x-7482.

University of Kassel Exchange Program

A special agreement between CCSU and the University of Kassel, in the Federal Republic of Germany, enables CCSU students to exchange places with Kassel counterparts. CCSU students can study any subject offered at Kassel, specialize in courses in German language and culture, or participate in a special course which Kassel offers for students not fluent in the German language. For information, contact Peter Wallach, x-7328, or Martha Wallach, x-7508.

The Alberta (Canada) Exchange

For many years, CCSU has operated an exchange program with the University of Alberta in Edmonton. Annually, one student departs for a year's study in Alberta, and a Canadian counterpart comes to CCSU. For further information about the exchange, contact Susan Lessler, x-7652.

New England-Quebec Student Exchange Program

CCSU participates in an exchange program between the New England Board of Higher Education and colleges and universities in the Province of Quebec. Eligible students can spend their sophomore or junior year at a participating Quebec institution. For information, call Sam Schulman, x-7236.

British Exchange Programs

Through the interest of several faculty members, CCSU participates in student exchange programs with a number of institutions in the United Kingdom. Opportunities exist in Lancashire, Sunderland, and Sheffield Polytechnics, Bradford University, and the Bolton Institute of Higher Education. Under these programs, the CCSU student pre-pays the year at CCSU, thereby making available a place for the British exchange student, and that student in turn does the same to benefit the CCSU student. In addition, Bradford and Ilkley Colleges offer a special program enabling CCSU education students the opportunity to do practice teaching in an English school. For further information about these British exchange programs, contact Tim Rickard, x-7218.

Exchanges through CCSU's Linkage Partners

CCSU participates in over a dozen active international linkages (see Section IV for a description of these). Most agreements have provision for student exchange. Through linkage arrangements, therefore, CCSU can participate in exchange programs with several institutions in such countries as China, Korea, and Brazil. For information about possibilities, see Charles Lyons, x-7465.

Summer Programs

Several CCSU faculty organize Travelling Seminars during the summer. Academic credit is offered for most of these. Regularly offered seminars (with their sponsors) are: East Asia (Dick Williams): Italy (Gaetano Iannace), and, the Soviet Union (Symond Yavener). From time to time, other such opportunities become available (for example, in the summer of 1989 Judith Borrelli offered a Reading Program in England, and Ron Todd offered a course in Fine Arts in France). For information about such courses contact Susan Lessler, x-7652.

SECTION IV: CCSU'S INSTITUTIONAL AFFILIATIONS OVERSEAS

One of the best ways for faculty to become involved internationally is through participation in one of CCSU's programs of affiliation with an overseas university. Through these arrangements, CCSU faculty can receive unusual hospitality while travelling abroad, arrange creative placements for themselves and their students, and participate in the exciting practice of working with foreign colleagues on a long-term, continuing basis.

CCSU is signatory to many formal linkage agreements with overseas institutions of higher education. These are institution-wide, Presidentially-signed agreements of varying specificity and activity. For cultural reasons, nations in Asia and certain parts of the developing world prefer this kind of formal arrangement. In addition, the University has special--but less formal--ties with several other institutions. Most of these informal, but nonetheless quite active, affiliations are with European universities.

The following is a brief description, country by country, of CCSU's various sister universities. In addition to a synopsis of CCSU activity with each counterpart, each listing provides the names of faculty members who have recently visited there, and the name of someone who is particularly knowledgeable about the institution. IAC can provide additional information.

Please note that the following provides descriptions only of affiliations which have experienced some exchange activity over the past three years. Historically, CCSU has had contact with many other universities--in Austria, Ireland, Poland, Taiwan, Ecuador, the Virgin Islands, and Puerto Rico--but those linkages and affiliations have been inactive for some time. Those interested in reviving such inactive affiliations, or in pursuing new ones, should review the linkage policy contained in Section VIII of this Handbook, and coordinate their efforts with the IAC Director.

1. AUSTRALIA

Canberra College of Advanced Education
Warrnambool Institute of Advanced Education

In 1987, President James signed a formal agreement with each of these institutions. These agreements were the results of visits there by Sarah King. In the summer of 1987, CCSU hosted a visit from a representative of Warrnambool. For further information contact Sarah King.

2. BRAZIL

Universidade Federal da Paraiba

The Federal University is a fairly large, multi-campus institution whose headquarters is located in the coastal city of Joao Pessao in the northeastern state of Paraiba. Former President James signed a formal linkage agreement with the Federal University in 1983. In 1987, he signed a sub-agreement on behalf of CCSU's Schools of Business, Education & Professional Studies, and Technology. As there is support from the Partners of the Americas and the James-Hauser Fund for exchanges with Paraiba, several Paraibans regularly visit CCSU and, conversely, many CCSU faculty and staff have recently visited the Federal University: e.g., Frank Gagliardi, Don Pomerantz, and Larry Short. For more information, contact Charles Lyons at the IAC.

3. PEOPLES REPUBLIC OF CHINA

Northwest Normal University

In 1983, CCSU President James signed a formal linkage agreement with the Northwest Teachers College (which changed its name to Northwest Normal University in 1988). The University is located in Lanzhou, a fairly large, industrial city in Ghansu Province. Since then, CCSU has hosted, each for one year, five Visiting Scholars from NNU. All but one have been affiliated with the Department of English. Recent CCSU visitors to NNU include John Shumaker, Charles Lyons, Ross Baiera, Dick Williams, Justus Beach, and Ralph Goodell. Exchanges with NNU can be supported under the terms of the James-Hauser Exchange Fund. For further information about the institution, contact Dick Williams and Ross Baiera.

Henan University

In 1985, former President James signed a formal linkage agreement with Henan University. In academic year 1987-88, CCSU hosted a Visiting Scholar (in physics) from Henan. Also in that year, the Art Department hosted another teacher from Henan who was at CCSU on an informal basis. Recent visitors to Henan include Justus Beach and Dick Williams. For further information about the University, contact Dick Williams.

Beijing Teachers College

BTC is a teachers college supported by the Beijing municipal government and located seven or eight miles from the city center. Former President James signed an agreement with BTC in 1986. In 1987-88 and 1988-89, CCSU's Department of English hosted two Visiting Scholars from BTC. Recent CCSU visitors to BTC include Dick Williams, Justus Beach, Ralph Goodell, Celia Chung Chow, John Shumaker, Richard Pattenaude, Fu Wei Ning, David Lien, Charles Lyons, and Ross Baiera. For further information, call Dick Williams.

Qingdao University

Qingdao University is located in the city of Qingdao, a lovely coastal town in Shandong Province. (Shandong Province is Connecticut's official "sister state" in China.) The University is only five years old, and specializes in international commerce. President Shumaker signed a formal agreement with QU in 1987, and QU sent its first Visiting Scholar to CCSU (in English) in 1988-89. Also in that academic year, QU received a CCSU exchange student (in Chinese) and hosted the visit of CCSU's student Marketing Club. Other recent CCSU visitors to Qingdao have been John Shumaker, Richard Pattenaude, Dick Williams, Fu Wei Ning, David Lien, Charles Lyons, Ross Baiers, Larry Short, Pat Sanders, Al Boulden, and Judy Hartling. Ki Hoon Kim visited the university in August-September 1989 and conducted a summer business seminar with Pat Sanders. For further information about Qingdao, call Dick Williams.

4. THE FEDERAL REPUBLIC OF GERMANY

Universitat der Bundesvehr

The Universitat der Bundesvehr, located in Hamburg, is one of two universities operated by the German Armed Forces for officer training. However, the academic program is under complete civilian control. CCSU has conducted a series of informal exchange activities with the Universitat since 1984. Recent CCSU visitors have included Paul Hochstim, Peter Wallach, Dick Judd, and Charles Lyons. For further information, contact Paul Hochstim.

Kassel University

For the past few years, Martha and Peter Wallach have managed a fairly active student exchange program with this relatively new West German university. They would welcome inquiries about possible staff exchange as well.

Rastatt

Although it will not be a traditional university-to-university linkage, CCSU is developing a strong relationship with New Britain's Sister City, Rastatt, in Connecticut's Sister State, Baden-Wurttemberg. The relationship, developed largely through the initiative of President Shumaker who visited Rastatt in the fall of 1989, is leading to the creation of a European-American Studies Center. For information about these plans, contact Peter Wallach.

5. JAMAICA

Sam Sharp Teachers College

Since the early 1970s, CCSU has operated a summer, in-service Institute for Jamaican teachers in the areas of mathematics, science, and computer science. Since 1983, the Institute has been held at Sam Sharp Teachers College, an institution on the northern part of the island, in Montego Bay. Several CCSU faculty and staff have participated in the program, among them George Miller, Bill Driscoll, Nanjundiah Sadanand, and John Zulick. The current director of the Institute, George Miller, can provide further information about Sam Sharp.

6. REPUBLIC OF KOREA

Chongju University

Chongju University is a private university located in Chongju, a city of a half million people located approximately 100 miles south of Seoul. President James signed a formal linkage agreement with the University in 1978. Although inactive for many years, this linkage has recently been exhibiting a good deal of life. In 1988-89 CCSU hosted, as a Fulbright Scholar-in-Residence, a member of the Chongju faculty. Also in that year, several CCSU staff members visited Chongju: John Shumaker, Charles Lyons, Larry Short, Pat Sanders, Andy Baron, and Ki Hoon Kim. Chongju is one of the three universities eligible under the James-Hauser Exchange Fund, and under its auspices Ki Hoon Kim and Ki-Tai Pae have recently served at Chongju as visiting lecturers. For further information about Chongju, contact Ki Hoon Kim.

Kyung Hee University

Former President James signed a formal linkage agreement with Seoul-based Kyung Hee University in 1981. Recent CCSU visitors to Kyung Hee include Ki Hoon Kim, President Shumaker,, Charles Lyons, and Larry Short. Through the initiative of President Shumaker, discussions are now under way to create at Kyung Hee a CCSU-sponsored Center for Asian-American Studies. For further information, contact Ki Hoon Kim.

Hong-Ik University

In 1981, former President James signed a formal linkage agreement with Hong-Ik, an institution located in Seoul. Recent visitors to Hong Ik include Ki Hoon Kim, and Searle Lansing-Jones once spent a semester lecturing there. For further information, contact Ki Hoon Kim.

7. JAPAN

Yokohama Technical University

Former President James entered into a formal affiliation agreement with the Toin-Gakuen Technical College, located in Yokohama, in 1981. In 1988, the College was renamed Yokohama Technical University. In the summer of 1988 and 1989, John Shumaker, Ki Hoon Kim, and Charles Lyons visited the University. Further information about it can be obtained from Ki Hoon Kim.

8. UNITED KINGDOM

Lanchashire Polytechnic

CCSU has a formal agreement with only one U.K. institution, Lancashire Polytechnic in Preston, outside Manchester. It was signed in November 1989. The Polytechnic is a rather large, urban institution with which CCSU has exchanged several students in recent years. In addition, several Lancashire and CCSU staff members have exchanged visits recently. Central participants include: Richard Pattenaude, Charles Lyons, Tim Rickard, Giles Packer, and George Muirhead.

Although Lancashire is the only institution with a formal agreement, several individual faculty members have, over the years, developed informal exchange understandings with several British counterparts which may be considered informal linkage partners. Most of these understandings have been in the area of student exchange (see Section III), but some have been used for faculty exchange as well. For example:

Bradford and Ilkley College

Located in and just outside the Midlands city of Bradford, the College has over the years hosted many CCSU faculty members on a one-for-one exchange. The most recent CCSU faculty member to participate was Matt Swinsick who swapped places during academic year 1988-89 with Bradford's Lillian Phillips.

Other Possibilities

Various CCSU faculty and staff members have contacts at several British institutions which have expressed interest in staff exchange--for example, Bolton Institute (Bob Stove), and Sunderland Polytechnic and Bradford University (Charles Lyons). For information about these and other possibilities, contact Tim Rickard.

SECTION V:
FUNDING POSSIBILITIES

There are a number of programs which can support financially the international plans of faculty members. Some of them (described in the first section below) are reserved for, or of special interest to, CCSU faculty. Others (described in the second section) are of more general interest. Where applicable, this listing includes the names of CCSU faculty and staff who have received grants under the various programs, and who can provide advice about their experiences.

Practically all such grants are awarded on the basis of competition, and most require submissions by published deadlines. IAC maintains files on these and several other potential supporters of international activity, files which are at the disposal of any grants-seeker. In fact, IAC stands ready to counsel any faculty member with respect to grant opportunities, and to work with him or her to make an application competitive. As a service to those who have completed a Faculty Survey form, IAC regularly alerts those faculty to fellowship and grant opportunities in their academic fields and/or areas of geographic interest. If you have not yet completed a Survey form, please contact the IAC.

1. OPPORTUNITIES OF SPECIAL INTEREST TO CCSU FACULTY

American Association of State Universities and Colleges (AASCU), One Dupont Circle, Suite 700, Washington, DC, 20036. (202) 293-7070. AASCU is the national association of state institutions like CCSU; and, as this University is a member, its faculty has a special claim on the Association's grants programs. It conducts an annual fellowship competition for faculty of member institutions who wish to attend curriculum development workshops in international affairs. The last one was in June/July 1989, in San Diego.

Connecticut Partners of the Americas. CT Partners is an affiliate of the National Association of Partners of the Americas (address: 1424 K Street, NW, Suite 700, Washington, DC, 20005; telephone (202) 628-3300). With grant money from NAPA, CT Partners is able to support travel of individuals between Connecticut and its sister state in Brazil, Paraiba (which is the home of one of CCSU's overseas linkage partners, the Federal University of Paraiba). Past recipients of Partners awards include Larry Short, Frank Gagliardi, and Don Pomerantz. IAC serves as the Secretariat of the CT Partners organization, and information about exchange possibilities is available from the Center (x-7465).

C.J. Huang Fund, CCSU Foundation, Box 612, New Britain, CT 06050. Established in the summer of 1989, the Fund will support exchanges between CCSU and universities in the People's Republic of China, Hong Kong, and/or Taiwan. For information, contact the IAC, x-7465.

Institute for Teaching and Learning, Connecticut State Department of Education, Division of Curriculum and Instruction, Box 2219, Hartford, CT 06145. (203)-688-7333. The Department, under its ITL program, provides numerous small grants to support summer staff development institutes for teachers. Some are in language and area studies. Sam Schulman recently won an award to conduct an institute in French-Canadian Studies.

The James-Hauser Fund for International Exchange of the CCSU Foundation, Central Connecticut State University, New Britain, CT, 06050. Funds are available to help meet the costs of CCSU faculty travelling to three of the University's overseas linkage partners: Northwest Teachers College, Lanzhou, Gansu Province, People's Republic of China; Chongju University, Chongju, Korea, and the Federal University of Paraiba, Jaoa Pessoa, Brazil. Recent recipients of James-Hauser awards include: Ralph Goodell, Celia Chung Chow, Ki Hoon Kim, Ki-Tai Pae, and Frank Gagliardi.

2. GRANTS FOR INDIVIDUAL FACULTY MEMBERS

There are numerous grants programs to support the international teaching, research, and exchange activities of individual faculty members. The following listing--which is by no means complete! --highlights grants opportunities for geographical areas of special interest to CCSU faculty: the Americas, Asia, and Europe.

a. General Opportunities.

American Council of Learned Societies, 800 Third Avenue, New York, NY, 10022. (212) 888-1759. The Council provides several categories of grants and fellowships in support of humanistic research, many internationally-related. Of special interest: travel grants for humanists to participate in professional meetings abroad.

Council for International Exchange of Scholars, Suite M-500, 3400 International Drive, N.W., Washington, D.C. 20008-3097. (202) 686-4000. The Council administers the Fulbright Senior Scholar Awards for university teaching and postdoctoral research in over 100 countries, in all fields, and for periods of 2-10 months. It is the major single supporter of such fellowships. Past recipients of Fulbright awards include Louis Auld, Joyce Carlton, Sarah King, Lawrence Klein, Giovanni Lonardo, Charles Lyons, Richard Picerno, and Irene Stanislawczyk.

Council on Foreign Relations, International Affairs Fellowship Program, 58 68th St., New York, N.Y. 10021. (212) 734-0400. The Council provides eight to 15 annual awards to scholars doing research in the area of foreign relations.

Fulbright Teacher Exchange Program, U.S. Information Agency, Teacher Exchange Branch, 301 4th St., S.W., Washington, D.C. 20547. (202) 485-2555. University faculty connected with teacher preparation activities are eligible for certain exchange activities. CCSU's IAC serves as the Coordinator of Connecticut participation in this Program.

John Simon Guggenheim Memorial Foundation, Fellowship Department, 90 Park Avenue, New York, N.Y. 10016. (212) 687-4470. The Foundation annually awards 250 to 400 fellowships to scholars in the arts and in any academic discipline. They may be used to support overseas activities. A recent CCSU recipient of a Guggenheim is Brendan Galvin.

The John D. and Catherine T. MacArthur Foundation, Program for Research and Writing in International Peace and Security, 140 South Dearborn Street, Suite 700, Chicago, IL, 60603. (312) 726-8000. The Program makes grants to individual scholars to enable them to do research on issues of international peace and security.

National Endowment for the Humanities, 1100 Pennsylvania Ave., N.W. Washington, DC, 20506. While the NEH does not have an international program office, much international activity is supported under grants awarded under its regular Divisions: Educational Programs, (202) 768-0373; Fellowships and Seminars, (202) 768-0458; and Research Programs, (202) 768-0200.

National Science Foundation, Division of International Programs, 1800 G Street, NW, Room 1212, Washington, DC, 20550. (202) 357-9563. NSF has cooperative science programs with some 16 countries, and funds cooperative research projects, scientific visits, and joint bilateral seminars. Countries/areas include India, Pakistan, Australia, New Zealand, East Asia, Sub-Saharan Africa, Latin America, Mexico, Eastern Europe, France, and Italy.

The Rockefeller Foundation, Fellowship Division, 1133 Avenue of the Americas, New York, NY, 10036. (212) 869-8500. Research into international topics can be supported under two programs in the Foundation's Fellowship Division: (a) the Arts and Humanities Division supports scholars in history, literature, fine arts, philosophy, foreign languages, and other disciplines of the humanities; (b) the International Program to Support Science-Based Development funds advanced training fellowships in the Agricultural Sciences, Health Sciences, and Population Sciences.

The Rotary Foundation of Rotary International, 1600 Ridge Avenue, Evanston, IL, 60201. (312) 328-0100. The Foundation provides approximately 10 grants per year for faculty to teach for six to 10 months at universities in countries other than their own, particularly in developing countries.

Smithsonian Institution, Foreign Currency Program, Office of Fellowships and Grants, Washington, DC, 20560. (202) 287-3321. This program makes grants to support research in anthropology, archeology, systematic and environmental biology, astrophysics and earth sciences, and museum programs in selected countries (most recently Burma, Guinea, India, and Pakistan). Grantees are paid in the local currency of the host country.

Social Science Research Council, 605 Third Avenue, New York, NY, 10158. The Council provides many grants for periods of three months to one year to scholars in the social sciences or humanities for international research in Africa, China, Japan, Korea, Latin America and the Caribbean, Near and Middle East, South Asia, and Southeast Asia. It also offers special grants through its Joint Committee on Japanese Studies and Program in International Peace and Security Studies.

The Twentieth Century Fund, 41 East 70th Street, New York, NY, 10021. The Fund supports research and writing for publishable books on issues of public policy, which can include international affairs.

U.S. Department of State Scholar-Diplomat Seminars Program, Room 5831A, U.S. Department of State, Washington, DC, 20520. (202) 632-3888. The program offers week-long seminars during which scholars exchange views with State Department officials working in similar fields. Of particular interest are scholars having little or no experience with government. Past seminars have included such fields of study as Africa, Latin America, Europe, South Asia, Latin America, East Asia, Economics and Business.

United States Institute of Peace, 780 Jackson Place, NW, Washington, DC, 20503. (202)789-5700. The Institute provides support for scholars, educators, and other professionals in international peace and conflict management research, instruction, training, and information services.

b. Grants Opportunities: The Americas

Canadian Studies Faculty Enrichment Programme, Public Affairs Division, Embassy of Canada, 1771 N Street, NW, Washington, DC, 20036. (202) 785-1400 x-320. The Programme supports study and research relating to new courses on some aspect of Canadian studies. The Embassy also offers a Senior Fellowship in Canadian Studies.

The Henry L. and Grace Doherty Charitable Foundation, Inc., 240 East Pyne, Princeton University, Princeton, NJ 08540. (609) 452-4148. The Foundation makes a limited number of fellowships available for social scientists to study in Latin America.

Howard Heinz Endowment, 301 Fifth Avenue, Pittsburgh, PA, 15222. The Endowment makes grants for research on current issues in Latin American economics, politics, foreign policy, or social development.

Institute for the Study of World Politics, Suite 207, 823 United Nations Plaza, New York, N.Y. 10017. (212) 661-5900. The Institute annually awards 25 fellowships to scholars working on such issues as arms control, the environment, and human rights.

Inter-American Foundation, 1515 Wilson Boulevard, Rosslyn, VA, 22209. (703) 841-3800. The Foundation provides fellowships for research in Latin America and the Caribbean for junior faculty members.

The W.K. Kellogg Foundation, 400 North Avenue, Battle Creek, Michigan 49017-3398. (616) 968-1611. Provides support for various activities in Latin America and the Caribbean, including the Kellogg National Fellowship Program.

Organization of American States, Secretariat for Development Cooperation, Office of Direct Service Operations, Washington, DC, 20006. (202)789-3000. OAS makes awards to individuals for research projects designed to further the economic, social, technical and cultural development of OAS member states. Candidates must have language competence sufficient for the planned research.

Tinker Field Research Grants, The Tinker Foundation, 55 East 59th Street, New York, NY, 10022. (212) 421-6858. The Foundation sponsors an annual institutional competition to enable Centers of Latin American Studies to support junior faculty for brief periods of field research in Latin America, Spain, or Portugal.

c. Grants Opportunities: Asia

American Institute of Indian Studies, Foster Hall, University of Chicago, 1130 East 59th Street, Chicago, IL, 60637. (312)-962-8638. The Institute provides faculty training and senior research fellowships.

American Institute of Pakistan Studies, 138 Tolentine Hall, Villanova University, Villanova, PA, 19805. (215) 645-4738/4791. Fellowships for research on Pakistan in the humanities and social sciences.

The Asian Cultural Council, 280 Madison Avenue, New York, N.Y. 10016. (212) 684-5450. The Council provides fellowships for those involved in Asian arts. It has a special Japan-U.S. Arts Program.

Committee on Scholarly Communication with the People's Republic of China, 2101 Constitution Avenue, NW, Washington, DC, 20418. The Committee sponsors research of three to 12 months' duration in affiliation with Chinese universities and research institutes in the natural sciences, engineering, social sciences, and humanities. Its Distinguished Scholar Exchange Program sends senior scholars to China for lecturing, engaging in exploratory research and meeting with professional colleagues for a period of one to three months.

Indo-U.S. Subcommission on Education and Culture, Council for International Exchange of Scholars, Suite M-500, 3400 International Drive, N.W., Washington, D.C. 20008-3097. (202) 686-4000. The Subcommission makes available long-term (6-10 mos.) and short-term (2-3 mos.) research awards for study in India, in all fields.

International Cultural Society of Korea, Fellowship Program, 526, 5-ga, Namdaemun-ro, Chung-gu, CPO Box 2147, Seoul, Korea. The Society offers fellowships for Korean studies to scholars, students and other professionals overseas who wish to carry out research in Korea.

The Japan Foundation, Suite 570, Watergate Office Building, 600 New Hampshire Avenue, NW, Washington, DC, 20037. (202) 632-3888. (or Suite 1702, 342 Madison Avenue, New York, N.Y. 10173. (212) 949-6360. The Foundation offers fellowships for research related to Japanese culture and society. Professional fellowships may be short-term (2-4 mos.) or long-term (4-12 mos.). Proficiency in Japanese is desirable but not required unless needed for specific research.

Japan-U.S. Friendship Commission, Suite 910, 1875 Connecticut Avenue, N.W., Washington, D.C. 20009. (202) 673-5295. The Commission offers various fellowships in Japanese Studies, the arts, and public education.

Lady Davis Fellowships Trust, P.O. Box 1255, Jerusalem 91904, Israel. The Trust offers visiting professorships and research fellowships at either Hebrew University or Israel Institute of Technology. Visiting professorships can be for either a semester or an academic year; fellowships are tenable for one or two years. Grants include professional salary and travel allowances.

Northeast Asia Council of the Association for Asian Studies, c/o Patricia Steinhoff, Department of Sociology, 240 Porteus Hall, University of Hawaii, Honolulu, Hawaii 96822. The Council offers small grants for travel of scholars from outlying institutions to do research in major American library collections on Japan. It also sponsors workshops on, and short-term travel to, Japan.

Pacific Cultural Foundation, Suite 807 Palace Office Building, 346 Nanking East Road, Sec. 3, Taipei, Taiwan. Telephone (in Taiwan) 7527424-9. Provides foreign scholars with grants for research, seminar participation, and publication in the areas of Chinese history and society.

Wang Institute of Graduate Studies, Tyng Road, Tyngsboro, Mass. 01879. (617) 649-9731. The Institute provides fellowships (up to $25,000) for scholarly research in Chinese studies.

d. Grants Opportunities: Europe

American-Scandinavian Foundation, 127 East 73rd Street, New York, NY, 10021. (212) 879-9779. The Foundation provides grants (normally $1,500) to senior or junior scholars planning short-term programs in Scandinavia or in need of additional funding for longer programs for which assured funds are insufficient.

Austrian Institute, 11 East 52nd Street, New York, NY, 10022. The Institute provides nine-month fellowships for young (under 35) teachers of German for work in German language and Austrian literature at an Austrian university.

National Academy of Sciences, Office of International Affairs (USSR/EE), 2101 Constitution Avenue, NW, Washington, DC, 20418. (202) 334-2644. The Academy provides opportunities for scientists to conduct research in the USSR and Eastern Europe under provisions of the scientific exchange agreements between NAS and the science academies of the USSR, Bulgaria, Czechoslovakia, GDR, Hungary, Poland, Romania, and Yugoslavia. Short visits of a survey nature are also possible.

Council For European Studies, Columbia University, International Affairs Bldg., New York, NY, 10027. The Council provides Research Planning Group awards for the promotion of long-term collaborative research by West European and American scholars on policy problems of common concern.

German Academic Exchange Service (DAAD), 535 Fifth Avenue, Suite 1107, New York, NY, 10017. (212) 599-0464. DAAD makes grants for research projects for up to three months in the Federal Republic of Germany. Prerequisites: at least two years of teaching and/or research experience after Ph.D. required, and a good knowledge of German.

German Marshall Fund of the United States, Research Fellowship Program, 11 Dupont Circle, NW, Washington, DC, 20036. (202) 745-3950. The Fund makes grants for research projects seeking to improve the understanding of significant contemporary economic, political and social developments involving the U.S. and Europe.

International Research and Exchanges Board (IREX), 555 Third Avenue, New York, NY, 10017. (212) 490-2002. Grants for research exchange programs with the USSR and the countries of Eastern Europe, usually from two to 10 months. IREX also makes travel grants for senior scholars who have been formally invited by an appropriate institution for consulting or lecturing, and special grants for collaborative activities involving American scholars and their counterparts from Eastern Europe or the USSR, or for activities necessary to the development of new exchanges. CCSU recipients of IREX awards include: David Kideckel and Audrey Altstadt.

The National Council for Soviet and East European Research, Suite 304, 1755 Massachusetts Ave., N.W., Washington, D.C. 20036. (202) 387-0168. The Council accepts proposals (through institutional application) for scholarly research into the economies, foreign policies, social developments, and political objectives of Soviet and East European countries.

3. OTHER SOURCES OF SUPPORT FOR FACULTY

While the following do not offer competitive grants programs, these agencies nonetheless provide avenues for U.S. faculty members to participate in international activities.

Agency for International Development (AID), 320 21st Street, NW, Washington, DC, 20512. AID administers technical assistance programs in developing countries and frequently requires short-term consultants. Resumes from potential consultants can be sent to the Office of Personnel Management, AID Recruitment Staff, Washington, DC, 20523, and also to Contract Management, Office of Business Relations, AID, Washington, DC, 20523, which advises individuals who want to work with overseas organizations. The best way to become an AID consultant, though, is through personal connections. CCSU people who have served as AID consultants include Bob Brown and Charles Lyons.

United Nations Development Programme, Technical Assistance Recruitment and Administrative Services, United Nations, New York, N.Y. 10017. (212) 754-8958. It recruits senior level people with considerable foreign experience, particularly in the developing world, for long- and short-term assignments.

UNESCO Field Program, International Education Programs, U.S. Department of Education, Room 3916 - ROB #3, Washington, DC, 20202. This program employs a limited number of U.S. experts to work with technical assistance projects abroad in teacher education, regional and national educational planning, work-oriented functional literacy, educational research, physical sciences, engineering education, and technical, agricultural and vocational training.

World Health Organization, Fellowship Selection Committee, Health Services Administration, U.S. Department of Health and Human Services, 5600 Fishers Lane, Room 16A-17, Rockville, MD 20857. (301) 443-6580. These grants, for people in health, allied health, environmental health, and engineering, are of one to two months' duration.

4. INSTITUTIONAL SUPPORT

The following agencies and organizations support the international projects of colleges and universities.

Business Fund for Canadian Studies in the United States, P.O. Box 458, Station A, Mississanga, Ontario L5A 3AZ, Canada. (416) 275-0960, x-3216. The Fund provides assistance to Canadian Studies Programs at U.S. colleges and universities.

The William and Flora Hewlett Foundation, 525 Middlefield Road, Menlo Park, CA, 94025. (415) 329-1070. The Foundation makes grants to strengthen networks of major research libraries and university presses, and to strengthen comprehensive teaching and research programs of academic institutions that focus on relations between the U.S. and Mexico.

Exxon Education Foundation, P.O. Box 101, 180 Park Avenue, Florham Park, NJ, 07932. (201) 765-3002. The Foundation has traditionally supported college and university efforts to add an international dimension to the curriculum.

The Ford Foundation, 320 East 43rd Street, New York, NY, 10017. (212) 573-5000. The Foundation has been a major supporter of efforts to strengthen international studies and foreign language instruction in colleges and universities.

Matsushita Foundation, One Panasonic Way, Secaucus, NJ, 07094. (201)392-4132. The Foundation supports programs that strengthen Japanese studies, primarily at the undergraduate level.

U.S. Department of Education, International Division, Room 3052, ROB-3, 400 Maryland Ave., S.W., Washington, D.C. 20202. (202) 732-3290. The Department makes grants for international projects under Title VI authorization. Grants are made under three programs: the International Research and Studies Program; the Undergraduate Studies and Foreign Language Program; and the Business and International Education Program. CCSU has been awarded grants under the last two mentioned programs. Project Directors are (for the Undergraduate Studies) Tim Rickard and (for the Business Program) Larry Short.

U.S. Information Agency, University Affiliations Program (E/AS), 301 4th Street, Washington, D.C. 20547. (202) 485-8489. This program makes grants to U.S. institutions to support linkages with partner universities abroad.

5. OTHER SOURCES OF INFORMATION

Annual Register of Grant Support. Published by Marquis Academic Media, 200 East Ohio Street, Chicago, IL 60611. This lists grants made by foundations, government agencies, business and professional organizations.

The C.I.S.P. International Studies Funding Book. Edited by Walter Brown and published by the Council for Intercultural Studies and Programs, 777 United Nations Plaza, New York, NY 10017 (212) 972-9877. This provides monthly updates of funding possibilities, which are available in loose-leaf form to fit a Funding Book binder.

Directory of Research Grants. Compiled by Wilson and Wilson, Oryx Press, 2214 North Central Avenue, Phoenix, AZ 85004. It lists grants and awards offered by government agencies, foundations, and corporations.

Fellowships Guide to Western Europe. Fifth edition, compiled and edited by Siri Belgum, Council for European Studies, Columbia University, International Affairs Bldg., New York, NY 10027.

Grants and Fellowship Guide in International Studies. Published by International Studies Association, James F. Byrnes International Center, University of South Carolina, Columbia, SC 29208.

Guide to Scholarships, Fellowships and Grants. A selected bibliography published by the Institute of International Education, 809 United Nations Plaza, New York, NY 10010.

Guide to European Foundations. Giovanni Agnelli Foundation, New York, Columbia University Press, 136 South Broadway, Irvington-on-Hudson, NY 10533.

International Foundation Directory. H.V. Hudson editor, Gale Research Corporation, Book Tower, Detroit, MI 48226.

Summary Guide to Educational Foundations. Volume One - Europe (except the UK) and Volume Two - United Kingdom. Prepared by A.A. Zimmerman, European Higher Education Unit, Northeast London Polytechnic, Danbury Park, Danbury, Chelmsford, Essex, CM4 AT, England.

SECTION VI:
TRAVEL FORMALITIES

How do you get abroad? Simple: go down to JFK airport and take a LONG left! Well, perhaps its not quite THAT simple, but it's still not too complicated, provided you pay attention to the practical tips contained in this and the next Section. (Yes, you seasoned travellers already know all this information. This and the next Section are intended for your colleagues who have yet to experience the exhilaration of that first trip abroad. But, read on anyway, oh ye seasoned travellers: check the accuracy of what is said!)

1. YOUR PASSPORT

If you are an American citizen, you generally need a U.S. passport when you want to go abroad. There are only a few exceptions to this rule: for Canada, Mexico, Jamaica and one or two other countries, you may only need proof of identification such as a driver's license or voter registration card. (If you are a citizen of a country other than the United States, other rules apply; please consult the IAC for advice.) Your passport must remain valid for the time you are staying abroad. It is also recommended that it be valid for six months beyond the date of return, in case of unforeseen difficulties in returning--for example, illness. To obtain information and forms to get a passport, contact the Passport Office in the U.S. Post Office Federal Building, 135 Chestnut Street, New Britain, (phone 223-3681).

The time for processing your passport depends on which season you apply. The procedure will usually take about two weeks, but can be as long as six weeks during the summer rush. Application procedures differ depending upon whether you are applying for the first time or whether you are renewing your passport. If you are a first-time applicant, you must bring personally to the Passport Office:

- a completed Form DSP-11
- proof of U.S. citizenship (e.g., birth certificate)
- proof of identity (item must contain signature and physical description or photograph--for example, a Connecticut driver's license)
- two recent, identical 2" x 2" photographs (see Form DSP-11 for specific instructions)
- passport fee of $42.00

If you have had a previous passport--that is, a U.S. passport has been issued to you within the past eight years--you do not have to appear in person, but must send in the following:

- a completed Form DSP-82
- your most recent passport
- two recent, identical 2" x 2" photographs
- passport reneval fee of $35

All items have to be sent by mail to one of the passport agencies listed on the back of the DSP-82 form. The closest to New Britain is in Stamford. With rare exceptions, all new or renewed U.S. passports are now issued for 10-year terms.

2. VISAS

Visas are stamps in your passport which indicate that you have official permission to enter a country for a specific purpose (e.g., tourism, business, exchange). Some countries require them of U.S. citizens; others do not. Generally speaking, European and Caribbean countries do not require visas for short visits for business or tourism; most other countries do. If your visit is for a long period--especially if you intend to work in the foreign country--then a visa (and possibly work permit) will certainly be required no matter what the country in question. In any case, avoid embarrassment at the foreign airport: ask the foreign consulate or embassy, your sponsoring agency, your travel agent, or IAC before you board the plane: Is a visa required? If it is, get one!

If a visa is required, it is generally issued by that country's nearest embassy or consulate, and each have different rules governing the issuance of such visas. (IAC has a list of all the foreign embassies and consulates in the United States and can help you locate the nearest place for you to secure a visa.)

No matter the country, the following will likely be required in order to obtain a visa:

- A valid passport, which must remain valid for the period of time you want to stay abroad and usually six months beyond.
- A completed visa application form which you can obtain from the embassy or consulate (IAC has some of these for certain countries).
- Passport-sized pictures--the number required varies country by country.
- For many Third World countries, proof of certain vaccinations as indicated on the World Health Organization's "International Health Certificate" (see below, the section on "Vaccinations")

- A fee, which is generally in the $5 to $10 range.

Most embassies and consulates will permit you to file for a passport by mail. If that is to be the case, send your passport together with all required materials to the consulate or embassy by certified mail. Note well: the time needed to issue a visa varies enormously from country to country--anywhere from 48 hours to six to eight weeks. Find out about the time required by calling the embassy or consulate in question, and plan accordingly. In some cases you may wish to use overnight express mail service, both ways.

You might believe that by driving to the consulate you could speed up the procedure. However, the visa office will usually refuse to deal with your request immediately. A more effective procedure for ensuring that the process is handled efficiently is to send the materials in, then to call a week later to see if they have arrived, and ask for the name of the consular official who will process them. Call back in another week and establish a personal connection with the official so that he or she takes a personal interest in your case.

If the process of applying for a visa begins to get complicated, you might consider using one of the visa agencies which, for a fee, promise to take care of all of the paperwork for you. The service can be costly, but is a life-saver if you must obtain visas for several countries in only a short period of time. Travel agencies can put you in touch with one of these services. (N.B.: It may be possible to obtain a visa for a third country when you are abroad, but it is definitely advisable to secure all visas before you leave the United States.)

Once you have your visa, check it! Visas are valid for only a specific amount of time. If you have to stay longer than the time allowed, you will have to get an extension, and that is a bureaucratic headache. It is best, then, when you ask for your visa, to request enough time, and ask for a few days extra to allow for emergencies. Note also whether you have been issued a single-entry or multiple-entry visa. The former is good only once--if you need to get back into the country again you must apply for a new visa. The latter will permit you to reenter any number of times over a certain period--generally one to five years.

The visas which are most difficult to get are those which permit you to work in the foreign country. To obtain such visas, you will need the assistance of your potential employer in that country. Be in touch with them: they will help you with all the formalities.

Please bear in mind that the holding of a valid visa by itself does not guarantee entry into a foreign country. The immigration officer at the foreign airport may also wish to see additional

items: he may, for example, wish to see a a return ticket, or proof of financial resources to support yourself while in country. Again check about such requirements before you leave.

Once you arrive in country for anything other than a short visit, it is advisable to register with the U.S. embassy or the nearest consulate, so that they can locate you in case of an emergency, either in the United States or in your host country. You may also get invited to the ambassador's Fourth of July party!

3. VACCINATIONS

You will not need vaccinations to travel to most places, but some countries--particularly Third World nations--require proof of vaccination against certain diseases. Check as early as possible on whether you need any vaccinations to enter your host country as some vaccinations require a long incubation period. The following are sources of information about whether you need a vaccination:

- your family doctor
- the State Immunization Bureau (phone: 566-4141)
- the host country's embassy/consulate in the U.S.
- the Centers for Disease Control, Atlanta, GA (Telephone: 404-329-3145)

Records of all vaccinations should be entered onto the World Health Organization's yellow form, the "International Health Certificate." Those who give you vaccinations will supply you with this certificate which you may be asked to present at the foreign country's point of entry. This form should therefore become part of your official travel documentation: you may wish to staple it to your passport. (Note also that an increasing number of countries now require certification that certain entrants are free of AIDS. You'll be told about that when you apply for your visa.)

No vaccinations are required for return to the U.S., but after you come back, you might want to consult your family doctor for a general examination to ensure that you have not contracted any infectious diseases or parasites.

SECTION VII: TRAVEL TIPS

Now that you have your passport, let's talk about practical matters: tickets, telephones, hotels, houses, hospitals, housing, money and taxes.

1. PLANE TICKETS

The good news is that the price of getting you from Point A to Point B is probably not as high as that first quoted by an airline or travel agency. The not so good news is that it will take some initiative before you find the lowest available fare.

The cheapest fare you can get over the airline counter is sometimes called the APEX fare, or the "45 day advance purchase" fare. To get one, you must purchase your ticket at least one month in advance, and agree to stay overseas from seven to 45 days. Once purchased, the ticket cannot be changed without payment of a penalty. The price of your ticket will go up the more you change the terms--say, by purchasing your ticket two weeks in advance, or by staying 60 days rather than 45--until finally you arrive at the price of a full-fare ticket. Such a ticket can be purchased anytime--20 minutes before the flight if need be--and is good for a year with no penalty attached to changes. But such a ticket will cost three to four times an APEX ticket. Also, try to plan your trip to take advantage of low or off season fares; that is, try to fly when the tourists don't. That would be winter for Europe; summer for the Caribbean, etc.

To find the lowest fare for your needs, plan on calling several airlines--not necessarily because one may be significantly cheaper than the other. You will soon discover that the differences in ticket prices WITHIN CLASSES (e.g., APEX, or full-fare) are minimal. Rather you should call around because not all fares are available on all flights on the days you want to travel and you will have to hunt for the cheapest seats.

Because of this lack of price competition within the same seat class, you should look for other ways in which to determine who gets your business. Join and take advantage of the benefits of the various "frequent traveller" plans. You can join almost all of them for free; and many have cooperative agreements with other airlines which allow you to amass many miles quickly. Some ingenious travellers are members of every available club and will let no airline mile go by without it being banked in one account or another. Further, it pays to watch the ads: some airline may be offering "double mileage" or some other such inducement. Look also at special deals which different airlines offer. KLM, for example, will offer you free hotel rooms for up to a two day holiday in Amsterdam if you agree to fly the airline into and out of Schipol Airport. But you have to know about this and ask for it in advance (KLM calls it the "Dutch Treats" plan).

If you choose to shop beyond the airline ticket counter, consider dealing with a discount ticket agency. There are many of these in New York: watch for their ads in the Sunday New York Times Travel Section. These dealers buy, at a substantial discount, large blocks of tickets on regularly-scheduled flights. They then sell those tickets--one by one--at a price which is generally below the APEX level. Some argue that dealing with these agents is risky, but the risk is vastly overstated. The trouble with these agencies is that tickets are not always available; and, even when they are, the customer must travel at times and via routes which are not always the ones desired. A similar comment pertains to yet another type of discount operation, the "charter flight." In such an arrangement, the customer travels with anywhere from ten to a plane-load of people, a "group," all travelling together and generally for the same purpose. It is perhaps the cheapest way to travel by air, but the one which places the most limitations on the freedom of the traveller.

2. HOUSING

Short-Term

If you are planning to stay abroad for only a few days or weeks, you will most likely be staying in a hotel, or perhaps in facilities provided by one of CCSU's linkage partners abroad.
If it is the latter, please refer to Section IV for a listing of such possibilities and be in touch with the IAC to make arrangements.

If it is to be a hotel, then you may wish some advice, and perhaps advance bookings. Travel agencies can certainly arrange hotel accommodations for you, but they tend to book people in more upscale (read "expensive") digs. To find out about more quaint (read "cheap") accommodations, one's friends and colleagues who have visited the country or city in question can be of immense help. If you do not know someone, contact IAC which has information on the travels of CCSU faculty. IAC also has a collection of travel guides for many countries and regions which can help you make an economical selection.

Long-Term

If you accept a long-term teaching or research assignment abroad, and your host university does not provide housing, don't despair. But, do exercise care. Upon arrival in your host country, you might consider staying for a few days in a hotel or "pension." This will allow you to feel your way around before making any housing decisions. In some cases, it may be worthwhile to contact the department at your host university to find out if they can assist you in finding living accommodations. Some professors may be willing to provide temporary housing so that you are not under excessive pressure to find an apartment when you first arrive. If you are on a Fulbright or other such sponsor-

ship, you might also want to contact your sponsoring agency and check if they can provide any assistance or information. The cultural affairs officer (CAO) at the U.S. embassy or consulate nearest to your host city might be another good source of information. Another is the local Fulbright foundation or commission. Consider opportunities to place an ad in local newspapers of the host country while you are still in the United States. If your host country is not too far away, you might assess the housing situation during a short visit.

As you look, do bear in mind that there are different understandings, country by country, as to landlord-tenant expectations. Find out, for example, what is commonly required for rental deposits. Are utilities commonly included in the rent? insurance? furniture? (In some countries furniture, dishes, and even clothes hangers are included in rent!) What is not included? Much of what you expect to be true is not: the devil of cultural misunderstandings is constantly present.

Do be prepared to live in accommodations that are not as spacious, quiet, or private as that to which you are accustomed. Such accommodations are not necessarily inferior: just different from that to which you are accustomed. You'll understand what that means once you've spent your year abroad.

House Swapping

One of the most economical ways faculty use to get abroad is to swap not only jobs, but also houses, furnishings and even cars. There are of course risks involved in such arrangements, but those risks can be minimized if those involved know and trust each other. If you're interested in such an arrangement, Matt Swinsick and George Muirhead, who have engaged in such swapping, can tell what to watch out for.

3. COMMUNICATIONS

During the past two decades the world has undergone a communications revolution. It is now possible, and with astounding ease, to call home from practically anywhere on earth. Before travelling, order from AT&T an international calling card: it's free and it will prove invaluable in calling home. While you're at it, also ask AT&T for a "USADirect" card which gives instruction on dialing direct to an operator in the United States who will then place your call at very reasonable rates. The cost of the call will appear on your regular, U.S. phone bill. Unless you have a rich uncle, avoid calling home from your hotel room with the cost to appear on your hotel bill. That will be two to three times the cost of placing the call through "USADirect."

4. MEDICAL CONCERNS

Information about medical care available in other countries (e.g., where to find necessary drugs, addresses of doctors and hospitals) is provided by the brochure "Health Information for International Travel," available through the International Association for Medical Assistance, 736 Center Street, Lewiston, NY 14092 (Telephone: 716-754-4883). Once abroad, you can request a list of medical, dental, and other accredited agencies or hospitals from the U.S. embassy or consulate of your host country. If you need specific drugs abroad, take a statement from your doctor that certifies the need. Also, take a copy of the generic name and chemical contents of your prescriptions. Make advance arrangements with your family doctor in case your medicine must be sent abroad. You might also want to consult your family doctor on the wisdom of taking any preventive medication with you (e.g., malaria pills) when traveling to tropical areas or other places where infectious diseases are common.

It is a good idea to contact your health insurance carrier before you travel to clarify whether or not overseas medical costs will be covered by your current health insurance in your host country. Generally, your insurance will be good if your trip is a short one; but you may have a problem if your stay overseas is lengthy. If you expect to be abroad a long time and therefore will be requesting a formal Leave of Absence from CCSU, you will receive a letter from the Staff Benefits Office asking whether or not you would like to continue your health insurance through the University. Please note that, if you are on leave without salary, the University will probably NOT continue to pay a portion of your health insurance cost.

Even if medical costs are covered, you should note that U.S. health insurance plans do not usually deal directly with physicians or hospitals in other countries. In most cases, you first have to pay your medical bills, and then you will be reimbursed by your insurance company after obtaining a detailed, itemized list of all medications and treatments you have received and any general hospital fees, translated into English by an authorized translator. Costs should be expressed in U.S. dollar amounts. The list must include a careful diagnosis and a description of the symptoms. Watch the terms the physicians use. Insurance companies are very pedantic regarding this point, and they might refuse reimbursement because the disease is not well-defined.

5. MONEY MATTERS

For the Short-Term Traveller

An increasing number of establishments overseas--particularly in Europe, Japan, and other parts of the industrialized world--will now accept your VISA, MasterCharge, American Express, and other such plastic. The holder of an American Express card can cash a

personal check at any foreign American Express office for as much as $1,000 every 21 days. Diners Club has a $500 limit. Visa and MasterCharge do not lend money from participating foreign banks.

You should nevertheless plan to carry traveller's checks sufficient to cover at least part of your expenses--or, if you're travelling in the developing world, all of your expenses. Note that exchange rates can differ from place to place, so it is worthwhile to check different locations (banks, hotels, airports) before exchanging large amounts of money. Usually banks have better rates than hotels and airports.

To get an idea of how much you may expect to spend on a daily basis, call the IAC which can give you the latest federal government per diem rates as determined by the U.S. Department of State. Those rates are generally accurate for the short-term traveller.

For the Overseas Resident

If you plan to be overseas for a lengthy period of time, ask your U.S. bank to assist you in contacting a correspondent bank abroad. Have your bank send a letter of introduction before you leave. If you're going to stay on the CCSU payroll during your stay abroad, you may wish to make arrangements to have your U.S. bank send you remittances. In addition, you might want to leave a power of attorney at home, so that somebody would be able to solve financial problems in your absence, i.e., tax liability and remittance of dollars to a foreign bank.

There are two principal ways of transferring money internationally. In the first, your bank at home wires the money to you. This is an expensive--and not necessarily fast--way to send money. Your bank may charge a certain percentage of the amount of money you are transferring (about 1%) or a flat fee, and the overseas bank may add on even more charges. For a first-time transfer, it can take up to six weeks (3 weeks is probably average) until you get your money. It would facilitate matters if you use one of the large banks in your host country as they usually have better international connections. Depending on the relationship between the U.S. and foreign currency and on local banking conditions in the host country, opening a dollar account could make the transfer of your U.S. money easier and could be safer in relation to inflation. A dollar account allows you to deposit--and more importantly, to withdraw--U.S. dollars. Many countries, however, will not permit private citizens to hold such U.S. dollar accounts.

In the second way to transfer funds, an international money order or foreign currency draft can be sent by mail to you or you can take it with you. This is an inexpensive way to send dollars (the cost is usually between $1 and $10), but there are risks involved as not all postal services are safe. The check de-

livered to you by mail or which you can take with you can usually only be cashed at the bank to which the check is made out. The local bank in your host country will take out a certain amount for services to have the check cashed.

Whether short-term visitor or long-term resident overseas, bear in mind that federal law permits you to take out and bring into the United States monetary instruments (U.S. or foreign currency, coins, traveler's checks, money orders, negotiable instruments, etc.) of any amount. Nevertheless, if you would like on any occasion to transfer more than $5,000 in remittances into or out of the U.S., you must file a report with the U.S. Customs Service (Form 4790).

6. TAXES

Those anticipating a year's sabbatical should consider the tax advantages of spending that time working abroad. Those advantages could more than compensate for some of the extra costs that exchanges entail. In fact, they could constitute a "hidden fellowship!"

The Economic Recovery Act of 1981, as amended by the Tax Reform Act act of 1986, provides that individuals whose tax home is in a foreign country and who are either (1) U.S. citizens establishing bona fide residence in a foreign country or (2) U.S. citizens or residents present outside the United States for a period of 330 days in any consecutive 12-month period, may elect to exclude earned income attributable to services performed overseas from their gross income unless their salary is paid by the U.S. Government. The current maximum annual exclusion is $70,000.

Put another way, salaries, wages and bonuses that you earn abroad (but not investment income and capital gains) qualify for a $70,000 exclusion. That means that you may earn up to $70,000 for work performed abroad and pay no U.S. income tax! Whatever income you collect beyond $70,000 is combined with other taxable income--e.g., interest and dividends--and is subject to taxation, but at a much lower rate. For example, say you earn $80,000 by working and living abroad for 330 out of 365 consecutive days, and you also earned $12,000 on investments. You would owe taxes on $22,000--but taxed at the $22,000 rate. For a married couple, filing jointly, that would put you in the 15% bracket, meaning your U.S. income tax (on an effective income of $82,000) would only be $1,920. (Details about the nature of this exclusion are contained in the IRS publication number 54, "Tax Guide for U.S. Citizens and Aliens Living Abroad.")

This exclusion certainly applies to any income you may receive from a foreign university should you be directly on its payroll. It could also apply to any income you receive from a U.S. source (like CCSU) in compensation for services performed abroad. In fact, such compensation does not even have to leave the States--

it could be deposited directly in your U.S. bank--for you to receive the exclusion.

Of course, things can get complicated in certain situations. For example, if you are supported by a government-funded award (like Fulbright), you may--or may not--be subject to federal income tax on some--or all--of the award. In such cases, consult IRS Guide Number 520, "A Guide to Federal Income Taxes on Grants and Fellowships." And, depending on the circumstances, you may be liable for income tax in the foreign country--or not, depending on the nature of the tax treaty, if any, between that country and the United States. In such countries with high tax rates--like Japan, France, and Spain where the top rates exceed 50%--it would be wise for you to forgo the $70,000 exclusion and apply the foreign tax credit to your entire income.

If you choose not to take the $70,000 exclusion, you then become eligible for other tax advantages. There is, for example, an exclusion that compensates you for the high cost of housing in certain foreign countries. To compute it, you add up your annual rent, insurance, utilities, and so forth, and then exclude the amount in excess of 16% of the salary paid to a grade-14 federal employee. For 1989, this means you can exclude anything over $7,775, up to the limit of $70,000. In addition, there are other tax breaks to offset the additional costs of providing for your children's educations, and some of the costs of travel.

As the above indicates, the various tax options quickly become complex, and faculty would be well advised to seek expert tax advice early on. Nonetheless, you should realize that the tax system is presently designed to encourage Americans to work abroad. You should think about how you might use that system to your best advantage.

SECTION VIII: POLICY STATEMENTS ON INTERNATIONAL AFFAIRS

Over the past two years, the University has adopted four policy statements relating to exchange matters. They deal with short-term visitors, linkages, student exchanges, and visiting scholars. Faculty members contemplating international work are strongly advised to review these statements.

1. POLICY ON FACULTY INVITATIONS TO SHORT-TERM INTERNATIONAL VISITORS TO CAMPUS

1. In the interests of promoting international collaboration in academic activities, Central faculty members are encouraged to invite to campus colleagues from abroad. In most cases, faculty members will take responsibility for hosting and housing visitors, and not make any claim on University resources.

2. On occasion, however, a faculty member may propose that his or her visitor be accorded official University hospitality (such as University-provided meals or lodgings, and/or the time of the President, Vice Presidents and Deans). In such cases the faculty member should observe the following guidelines:

   a. He or she must first obtain the approval of the appropriate department chair. The department chair may then propose to the President that the overseas visitor be provided with official hospitality.

   b. The President will support official hospitality upon recommendation of the Director of the International Affairs Center. The Director, in turn, will seek the advice of appropriate faculty groups prior to making recommendations.

   c. The basis for approval of official hospitality will be the importance of the proposed visit in forwarding an institutional--as opposed to an individual's own academic--objective.

3. In the interest of assisting faculty in making plans, the approval process will be as swift as possible.

ADOPTED: December 21, 1987

2. CCSU POLICY ON INTERNATIONAL LINKAGES

Preface

Central Connecticut State University is committed to international education, research and service. The University recognizes that the creation of linkages between it and sister institutions abroad provides an important mechanism in furtherance of its international mission. It therefore seeks to encourage imaginative, effective, and mutually-rewarding linkages with academic institutions in other countries.

At the same time, CCSU recognizes that badly-managed linkages could prove detrimental to the institution's reputation and objectives. If forged without adequate preparation, an international linkage might raise unrealistic expectations, create unreasonable financial and professional liabilities, and otherwise cause embarrassment both at home and abroad. For these reasons, Central here clarifies its policy on linkages in the spirit of ensuring that future linkages will be their most rewarding and productive.

In recognition of the importance which the University attaches to international linkages, the President designates the International Affairs Center (IAC) as the central coordinating body for all linkage matters. IAC will collect information on all extant University linkages, coordinate periodic evaluations of those linkages, and advise Central faculty and administration concerning the creation of linkage programs. The linkage functions of the IAC will be monitored by the presidentially-appointed Advisory Council on International Affairs.

Those interested in pursuing international linkages, or other forms of international contact abroad, are invited to use IAC as a resource and are asked to coordinate their efforts with the IAC Director.

International Linkages: A Definition

An international linkage in higher education is a direct operational tie between an institution of higher education in one country, and a similar institution in another. The tie represents something beyond informal contact, and generally involves the signing of some kind of agreement (e.g., a protocol, or a memorandum of understanding). Such an agreement is devised through mutual collaboration and provides for mutual benefit requiring, in turn, mutual investment of resources.

The CCSU Linkage Policy

1. The best linkages are those which are based upon close collaboration between partners who contribute equally. The term "linkage," therefore, ought not to be used to describe programs of assistance to developing institutions overseas. One-way technical assistance is, by its nature, not a "linkage" activity.

2. The demands of equal partnership require that the University should ensure that the academic profile and mission of the overseas linkage partner matches that of Central. Prior to signing any linkage agreement, therefore, the University and its potential partner should assess mutual strengths and interests through visits to one another's campuses.

3. Formal linkages represent just one of many ways in which the University can maintain active overseas contact. Others range from informal, small-scale exchange programs involving individual professors and departments, to formal, contractual and large-scale programs of technical assistance which may involve the entire institution. Those interested in promoting ties abroad should explore the range of possible modalities, and choose the linkage mechanism only when it is the most appropriate.

4. International linkages as covered in this statement are formal agreements which involve more than one department and which call for a moderate to substantial investment of University resources. Such linkages would involve a school and perhaps the entire campus. Because of the extent of involvement and commitment, such linkages are taken very seriously.

5. CCSU's involvement in linkages, as in all its other international activities, should be based upon its stated international mission and policy. As such, linkages should support the University's efforts in international education, training, research, and service. They should also support the University's geographical interests as may, from time to time, be determined.

6. A linkage should be viewed as a means to an end, and not an end in itself. Central representatives, therefore, ought not to sign linkage agreements simply for the sake of creating ties. In particular, the University should eschew the practice, common elsewhere, of signing agreements as a gesture of politeness. Such courtesies may engender unwanted obligations.

7. Similarly, the University should avoid linkages with institutions which seek to enhance their prestige by signing agreements with strong overseas partners like Central, or which are unwilling to bear a reasonable share of the total costs--professional and financial--of a proposed linkage.

8. The administration, before initiating any international linkages, should ensure the cooperation of those faculty members whose involvement would be necessary in program implementation. Agreements made in the absence of such cooperation tend to be hollow exercises.

9. In fact, and in recognition that faculty interest and involvement is the requisite for success in international programs, Central encourages faculty initiative in developing linkages. As formal linkages involve a University commitment, however, faculty should collaborate with the University administration in any such initiatives.

10. To ensure quality in its linkage activities, Central will build into each agreement provision for regular program evaluation. Central shall, in each linkage agreement, stipulate a set term (generally three years) after which that agreement will be either renegotiated or terminated. The University should not be reticent about terminating agreements which have not achieved their intended purposes.

11. In its linkages, as well as all other University activities, CCSU will adhere to its stated policies of equal opportunity and academic freedom.

ADOPTED: August 1, 1988

3. POLICY ON STUDENT EXCHANGE

One of the most effective ways to increase student understanding of other languages and cultures and to improve their ability to function properly in this interdependent world is to provide them with opportunities to study abroad. By living and studying in another country, Central students learn to live with and appreciate different points of view and gain a more global perspective on life's challenges and opportunities.

CCSU's policy is to establish a study abroad program in which students, selected as likely to benefit from the experience, may choose among a number of formal opportunities to study at institutions of higher education in other countries. The educational programs offered to our students at these institutions must be of a standard similar to that at CCSU. The number and location of these study abroad opportunities will be consistent with student interest, university resources available to ensure a quality program and the university's policy on international linkages. To assist qualified students to study abroad, the university will provide scholarships and other financial aid to the greatest feasible extent and seek sources of outside funding.

The most desirable agreement with a single foreign institution is normally a true one-for-one exchange in which students pay tuition, fees, room and board at their own institution. Student exchange agreements are most desirable with institutions willing also to exchange faculty and administrators, to exchange cooperative education students and to engage in collaborative research. The university will continue its strong participation in ISEP (International Study Abroad Program) which arranges year-long study abroad placements to some 70 institutions of higher education in 26 countries for students at universities and colleges all over the United States.

ADOPTED: April 28, 1988

4. POLICY ON VISITING SCHOLARS

1. A "Visiting Scholar" is an academic professional from another country who temporarily resides at CCSU in order to lecture, observe, conduct research, or otherwise engage in some educational activity. Visiting Scholars normally enter the United States on H ("Temporary Worker") or J ("Exchange Visitor") visas.

2. When the University recruits Visiting Scholars to fill regular Faculty positions, such individuals must hold H visas, which are required of nonresident aliens permitted to accept employment in the United States. H visa-holders may hold either "Regular Appointments" within the meaning of the Collective Bargaining Agreement between the Board of Trustees of CSU and the CSU Chapter of the AAUP, Section 4.8.1, or "Special Appointments" within the meaning of Section 4.8.2. Such appointments are subject to all parts of the Collective Bargaining Agreement, including compensation levels.

3. Visiting Scholars who are not appointed to a regular Faculty position will hold J visas, which are required of those in what the federal government defines as "Exchange Visitor" status. Their appointments must be in conformity with the Exchange Visitor policies of the U.S. Information Agency, the federal agency which delegates to CCSU and others the authority to issue IAP-66 certificates. Under the terms of those policies, sponsoring agencies, such as CCSU, may not employ or offer salaries to such Visiting Scholars as J visa-holders may not accept regular employment while in the United States. The University, however, is permitted to offer these Visiting Scholars a stipend intended to offset, fully or partially, personal maintenance costs.

4. In determining the level of stipend for J visa-holders, the University makes a distinction between: Type I, those invited to CCSU to serve primarily a University objective; and Type II, those who are primarily fulfilling their own, their home institution's, or some other sponsor's agenda. In neither case can a Visiting Scholar serve as instructor of record.

5. Type I J visa-holders shall receive a monthly stipend equal to that established for comparable Fulbright scholars from abroad. (In AY 88/89, that level, with tax adjustment, is $2,857 per month.) This stipend is based purely on the cost of living, and is the same for all J visa holders in this category regardless of rank, experience, or duties.

6. Type II J visa-holders may or may not receive stipend. If granted, that stipend may provide up to $5000 per semester, or pro-rated portion thereof. It is understood that this stipend is a supplement to personal or home institution support and is granted by CCSU only as a professional courtesy, or to reciprocate similar courtesies extended to CCSU staff members visiting those Scholars' home institutions.

7. The University will also provide health insurance to Visiting Scholars on a J visa, unless it has proof that a Visiting Scholar's off-campus sponsor has provided adequate coverage.

ADOPTED by the CSU Board of Trustees: September 7, 1989